LOCAL GOVERNMENT SERVICES DIVISION

Assessment Bulletin

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ASSET NEWS

The Assessment Services Branch (ASB) is offering presentations to municipal administrators who want to find out about the benefits of the reports that are available in ASSET.

John Scott, of the ASB, has presented information on the reports that are available in ASSET to a number of administrators through the Local Government Administration Association and the Alberta Rural Municipal Administrators' Association zone meetings. The municipal administrators that attended the meetings had an opportunity to ask questions and engage in discussions.

If you would like to arrange a presentation for a group of municipalities, or you would like to include a presentation at your association's next zone meeting, contact John directly at (780) 422-8415.

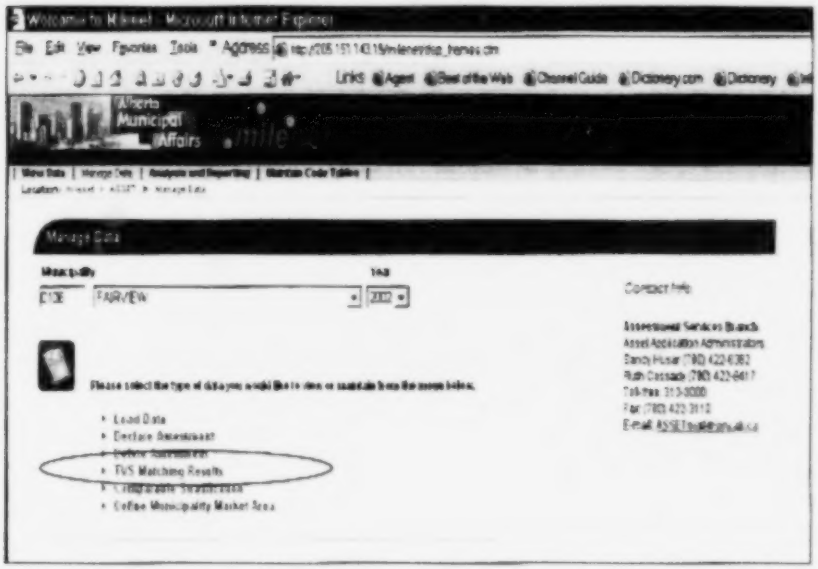
Inside this issue

This issue of *ASSET News* provides information to municipal administrators and assessors on the Title Verification Service report that allows a municipality to compare its assessment roll data with Land Titles information. It includes information for municipal assessors about making revisions to declared annual return data submissions. In addition, *ASSET News* includes a summary of user guides that are now available in ASSET.

ASSET Land Title Verification Service

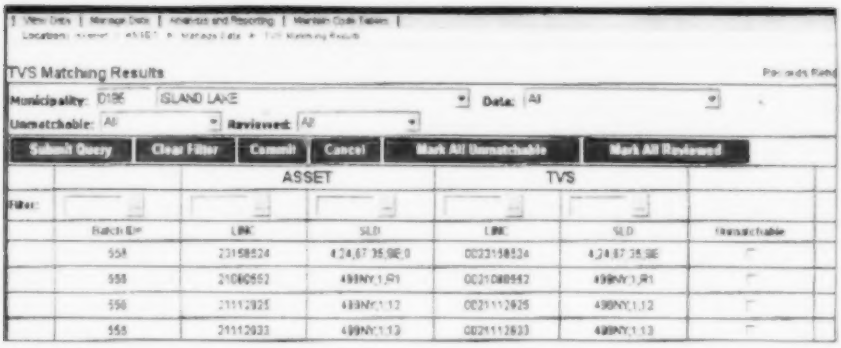
Through ASSET, municipal administrators and assessors have access to a land title verification service that is used to match a municipality's assessment records with the province's land title records. This service will help identify whether assessable property is missing from the assessment roll, and whether the LINC numbers and short legal descriptions in your municipality's records are correct.

The land title verification feature is located in the Manage Data menu of ASSET, as shown below. The matching process runs automatically after a data load into ASSET. The matching results can assist assessors to reconcile unmatched assessment records with Alberta Land Titles records. There is also an integrated link to the Alberta Land Titles SPIN system (Spatial Information System).



The data from the TVS Matching Results screen (below) can be viewed on screen or can be downloaded as a comma separated values (CSV) file for viewing or editing in Microsoft Excel. The function for downloading the data is located in the Analysis and Reporting menu selection.

The following table shows a sample of how some assessment data matches with the data held by the Land Titles Office.



Guides available

Four ASSET user guides are available to assist ASSET users. They are located in the ASSET system's Welcome to ASSET page.

See page 4 of this bulletin for more information on the ASSET guides.

Note: The land title verification service limits the 'PLAN' component of a property's legal description to seven characters. Therefore, the land title verification service will not run for municipalities using more than seven characters in the plan number (e.g. 792-1856).

The ASB reminds municipalities to adjust the "PLAN" component of the legal descriptions, as the 'PLAN' data field in ASSET will be reduced from eight to seven characters for 2005 data submissions.

Revisions to data submissions after the declaration

Before the annual return declaration is submitted, assessors may rework and resubmit annual return or indicator of value data as many times as necessary to meet reporting requirements. However, after the annual return declaration has been submitted, only revisions to the annual return can be made. A revision submission needs to include only the information about individual properties where the assessor has recorded a change.

A revision code, other than NA, is required when reporting revisions to the annual return. The revision codes, as shown below, can also be found in Table 15 of the Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual.

Revision Types

Code	Label	Description
NA	Not Applicable	Not applicable
PR	Pre-Assessment Roll Change	Pre-roll changes after the annual audit stage 2, and prior to the municipality preparing the assessment roll.

Code	Label	Description
MGA305(1)	Assessor correction	Assessor correction of an error, omission or misdescription of roll information.
MGA305(2)	No assessment was prepared	No assessment was prepared.
MGA305(3)	Tax Status Change per s368	An exempt property became taxable or taxable property becomes exempt under section 368.
MGA477	Decision of ARB	Decision of an assessment review board.
MGA517	Decision of MGB	Decision of the Municipal Government Board.

Declaring a revised submission

Whenever revised submissions are made to a declared data submission, the appointed assessor must complete an Assessment Revisions Declaration. Revisions can be done in batches. For each revision, or batch of changes, the municipality's assessor will be required to complete an Assessment Revisions Declaration. The declaration form is available in ASSET.

For municipalities using the alternate reporting process, the Assessment Revisions Declaration form is located on the Municipal Affairs' Web site at www.municipalaffairs.gov.ab.ca/as/. Once the assessor completes and signs this form, it can be mailed to the ASB or sent by fax to (780) 422-3110.

Guides available in ASSET

Four ASSET user guides are available to assist ASSET users. They are located in the ASSET system's Welcome to ASSET page.

ASSET User Guide: This guide provides municipalities and assessors with information on the ASSET Web browser; notification services; the ASSET extranet application screen; viewing data; maintaining code tables; managing data in ASSET; and the analysis and reporting functions available in ASSET.

Guide to the ASSET Title Verification Report: This guide provides municipalities and assessors with information on how to use the ASSET Title Verification Service, its functions and attributes.

A Guide to the Completeness and Accuracy Report: This guide is available to assist municipal administrators and assessors to understand and interpret the 26 reports produced by the ASSET system's completeness and accuracy tests.

A Guide to the Summary of Assessments Report: This guide provides municipal administrators and assessors with information on how to use and understand the Summary of Assessments Report.

Contact us...

We're here to help. Municipal administrators wishing to learn more about ASSET can contact John Scott directly at (780) 422-8415.

Assessors needing assistance with the annual audit stage 1 tests can contact Brian Ferguson at (780) 422-8396.

Assessors needing technical assistance with the ASSET system can contact Sandy Husar at (780) 422-8362.